

SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: 2009-2010 Fiscal Year Classification and Compensation Schedule and revised job descriptions.

REQUESTED ACTION: **Approve the 2009-2010 Classification and Compensation Schedule and revised job descriptions (Staff recommends approval).**

☐ Work Session (Report Only) **DATE OF MEETING:** 9/29/2009
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☐ N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: Approximately \$12,463,363.00(includes fringe benefits)

☒ Annual **FUNDING SOURCE:** Various funds
☐ Capital **EXPENDITURE ACCOUNT:** Salary and Benefit Accounts
☐ N/A

HISTORY/FACTS/ISSUES:

A Classification and Compensation Schedule is adopted annually to document job classifications, assign pay ranges to positions, and establishes employee rates. The document also includes the range schedule, holiday calendar, and other information pertinent to the employee compensation schedule.

The Classification and Compensation Schedule for Fiscal Year 2009-2010 provides for the elimination of an Engineering Technician position in the Public Works division. Upon approval of the Board at the September 22, 2009 Board meeting the County will utilize contracted services to provide those services to the County.

The Classification and Compensation Schedule for Fiscal Year 2009-2010 also provides for the reassignment of an Office Assistant position from fulltime status to part-time status and a Driver I position from a part-time status to a fulltime status. This change is based on the operational needs of the Transit department.

To provide for the staffing needs of the Bushnell Library the Classification and Compensation Schedule for Fiscal Year 2009-2010 includes four (4) additional library positions (one (1) Library Supervisor and three (3) Library Assistants.)

Once a year job descriptions are evaluated for conformity to the tasks being performed. The attached job descriptions have been revised to reflect the current essential job descriptions required to perform those jobs. These revisions did not effect the pay range determined for those jobs and have no budgetary impact.
